Motion To Extend/Shorten Time

STEP 1.   Click on **Bankruptcy** on the ECF Main Menu Bar.

STEP 2.   Click on **Motions/Applications**.

STEP 3.   The **Case Number** screen displays.

❏   Insert the case number using the YY-NNNNN format.

❏   Click **Next**.

STEP 4.   Confirm the debtor(s) name and case number are correct.

❏   Select **Extend/Shorten Time** from the event list.

> **NOTE:**   Do not use this event if filing a Motion To Extend Time To File 727 Complaint; Motion To Extend Time To File Dischargeability Complaint; Motion To Extend Time To File Missing/Conversion Documents; or Motion To Extend Time To File Tax Returns. These Motions each have their own specific event.

❏   Click **Next**.

STEP 5.   The **Party Selection** screen displays.

❏   Select the party filer.

❏   Click **Next**.

STEP 6.   **Refer to existing event(s)?** screen displays.

❏   If the Motion refers to an event that has already been entered in this case, mark ☑ the box that corresponds to this question, otherwise leave blank.

❏   Enter either **Extend** or **Shorten** in the free text window based upon the type of motion being filed.

❏   If the Motion does NOT refer to an existing event, enter the appropriate information in the **To Do What** free text window, otherwise leave blank.

❏ Click **Next**.

STEP 7. If Motion references an existing event, mark the appropriate corresponding box. If not, no options will be displayed.

❏ The **Does this filing include an Affidavit?** question displays.

❏ If supporting documents are filed with motion, click **Yes**; if none, accept default of **No**.

❏ Click **Next**.

STEP 8. Click **Browse** to select the appropriate PDF to attach.

❏ Click **Next**.

STEP 9. The **Docket Text: Modify as Appropriate** screen displays.

❏ Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.

❏ Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

❏ Confirm the docket text is correct.

❏ Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.